

Create and View Reports (including the Award Notification)

Scope

The LEAP/SLEAP system will generate a Notification of Awards report that is in the layout of the Grant Award Notification Form. The LEAP/SLEAP Financial Partners Channel will produce award notices and send them to the States/Territories.

System References

N/A

Policy

N/A

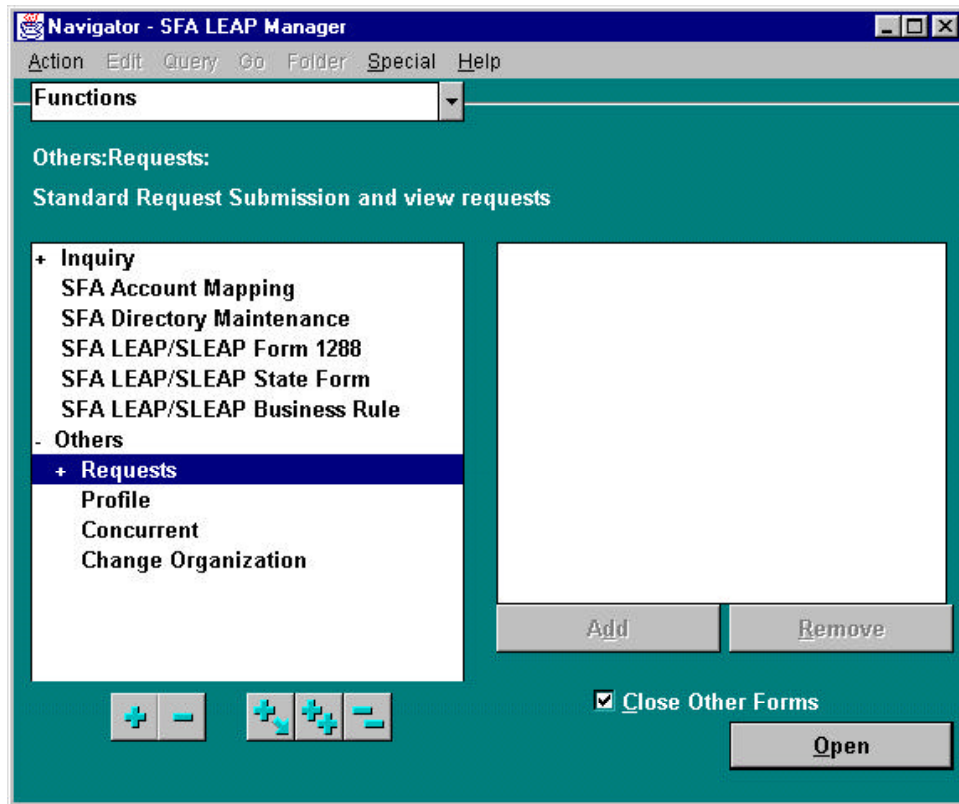
Responsibility

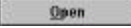
SFA LEAP Manager

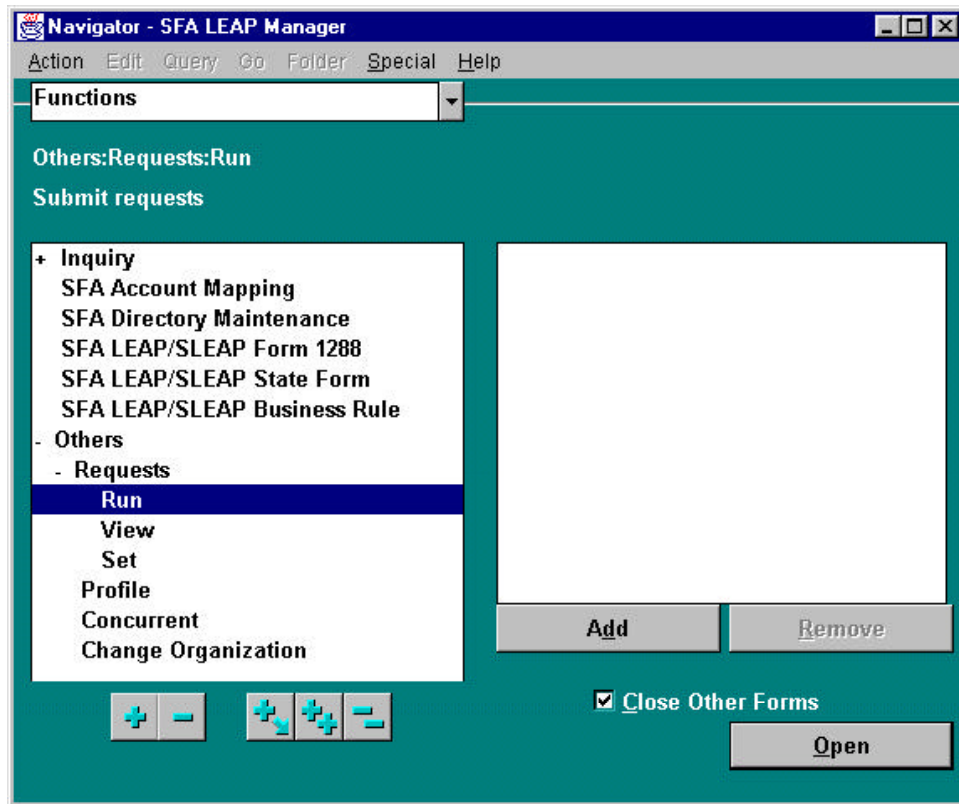
Distribution


Ownership

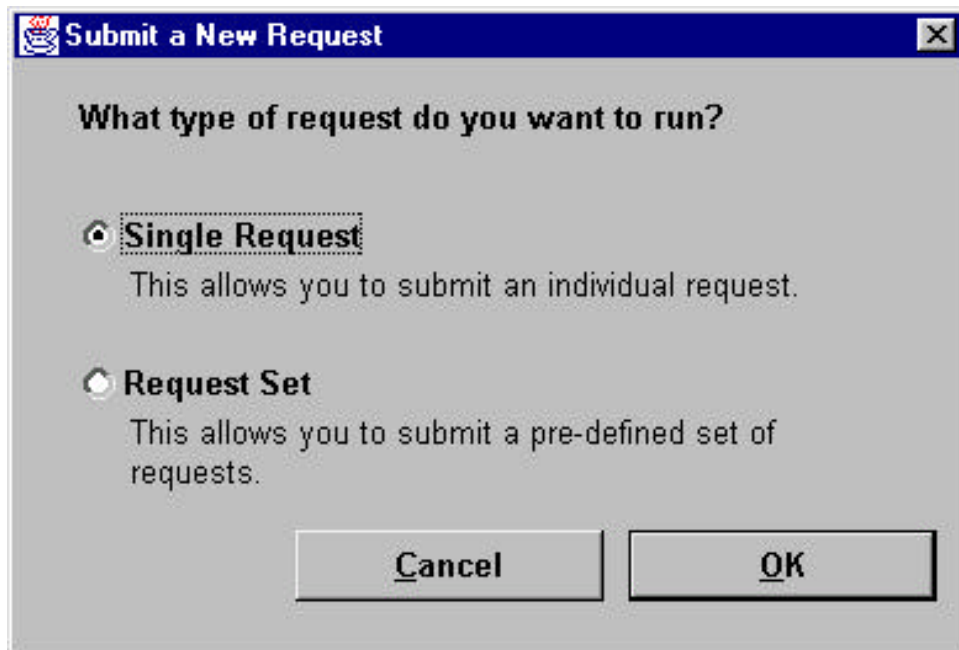
N/A



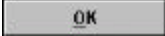
3. **Double Click +Requests** in the Navigator Window or **Single Click +Requests** and **Click** the  Button at the lower right corner of the Window. The Requests menu expands to show Run, View, and Set.

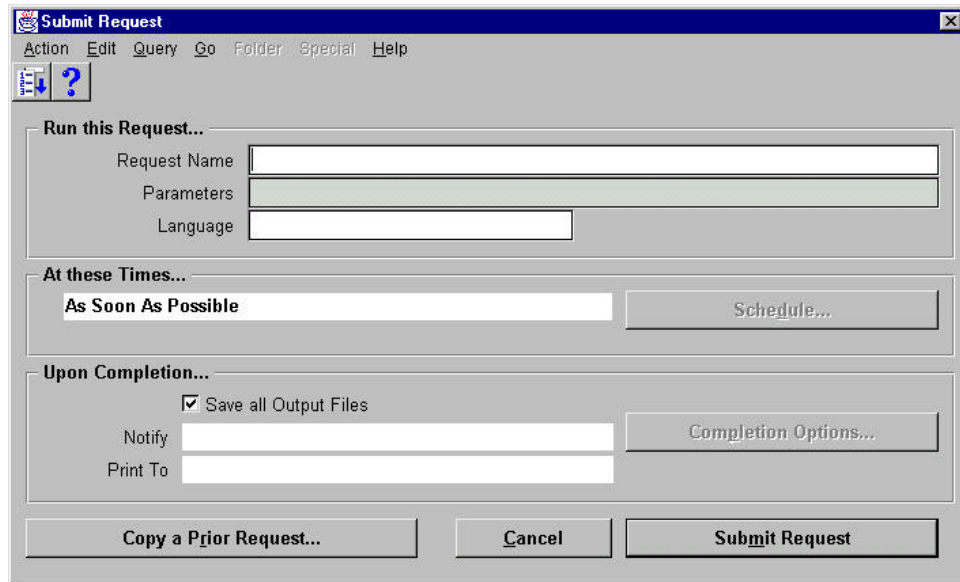



4. **Double Click Run** in the Navigator Window or **Single Click Run** and **Click** the  Button at the lower right corner of the Window. The Submit a New Request Window appears.

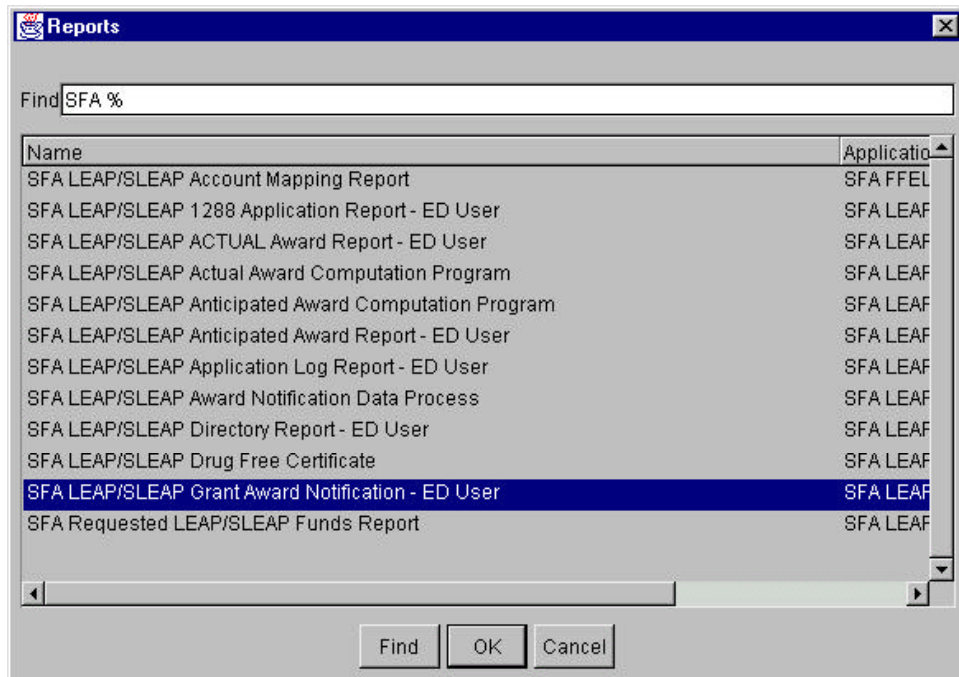



FYI: Single Request is the default selection in the Submit a New Request Window. This should be the way all requests are made.

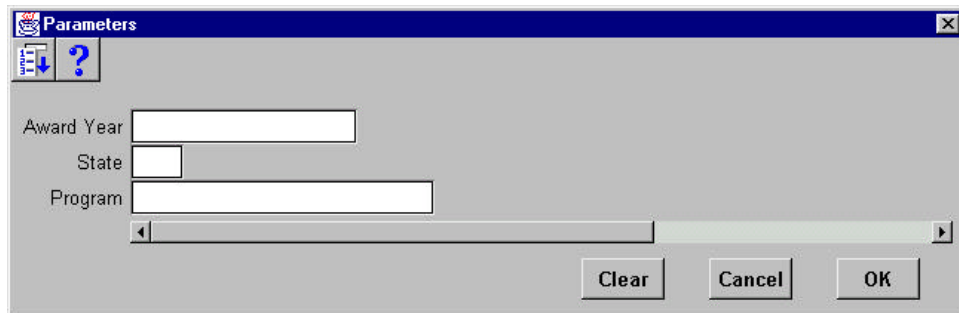
5. Click the  Button in the lower right corner of the Submit a New Request Window, the following Submit Request Window appears:




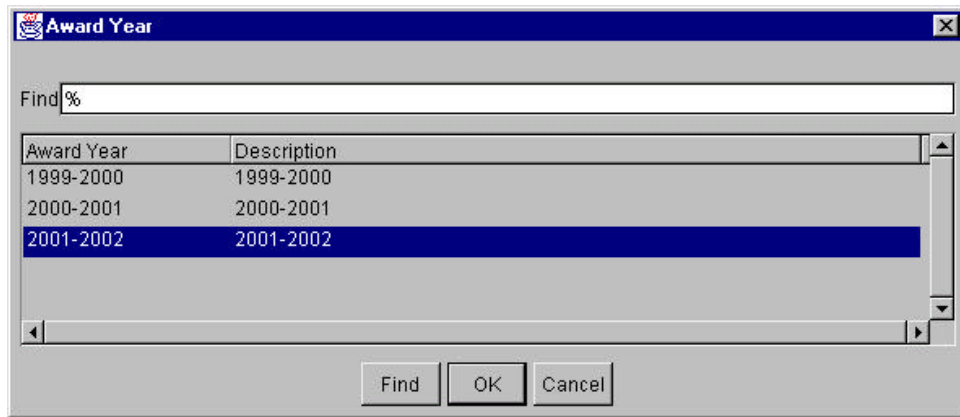
6. Click the List of Values (LOV)  Button in the upper left portion of the Submit Request Window. The Reports Window appears displaying the possible report selections.




- Double Click** SFA LEAP/SLEAP Grant Award Notification or **Single Click** the SFA LEAP/SLEAP Grant Award Notification and **Click** the  Button at the lower center portion of the Reports Window. The Parameters Window appears.




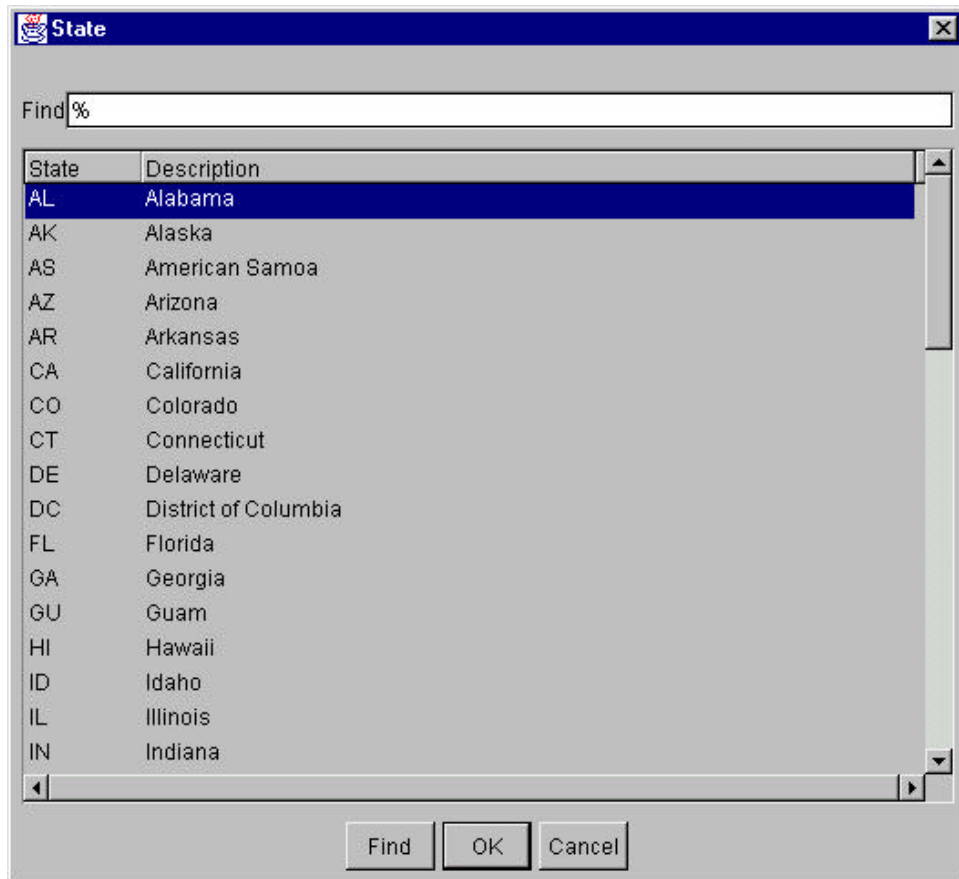
- Click** the List of Values (LOV)  Button in the upper left portion of the Parameters Window, the following Award Year Window appears:





9. Select the desired award year from the list, and **Click** the  Button. The Parameters Window returns with the selected award year range populated in the Award Year field.

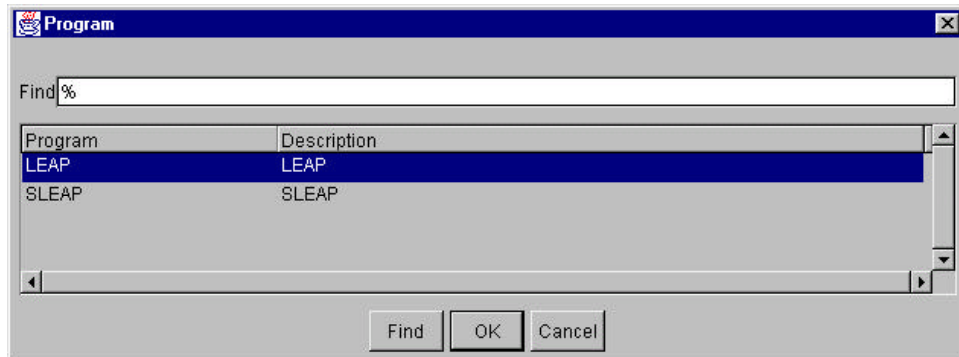



10. **Click** the List of Values (LOV)  Button in the upper left portion of the Parameters Window. The following State Window appears:



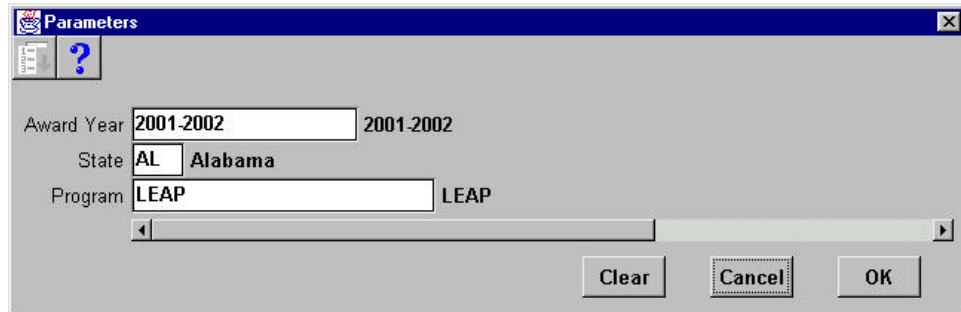
11. Select the desired State from the list, and **Click** the  Button. The Parameters Window returns with the selected State populated in the State field.


12. **Click** the List of Values (LOV)  Button in the upper left portion of the Parameters Window. The following Program Window appears:

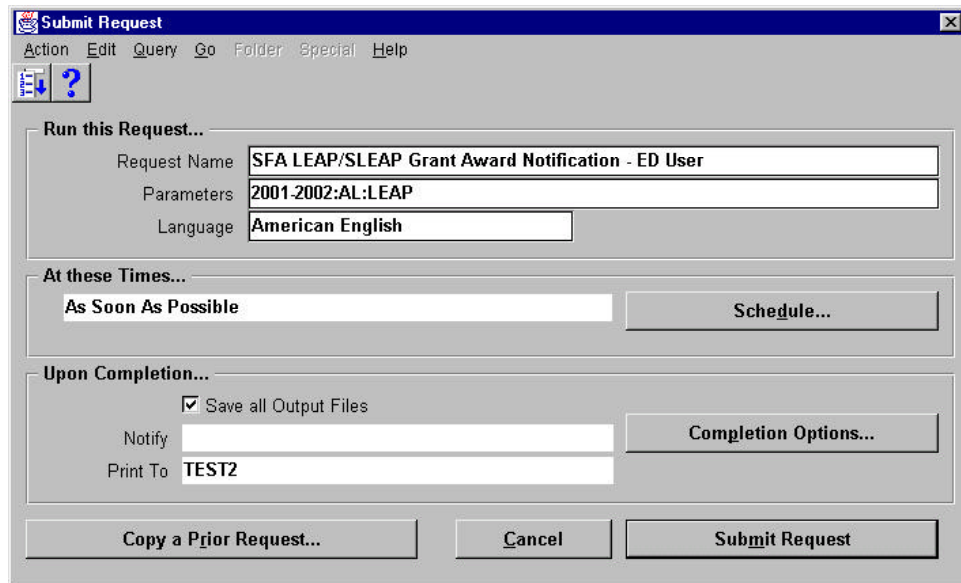


13. Select the desired Program from the list, and **Click** the  Button. The Parameters Window returns with the selected Program populated in the Program field.

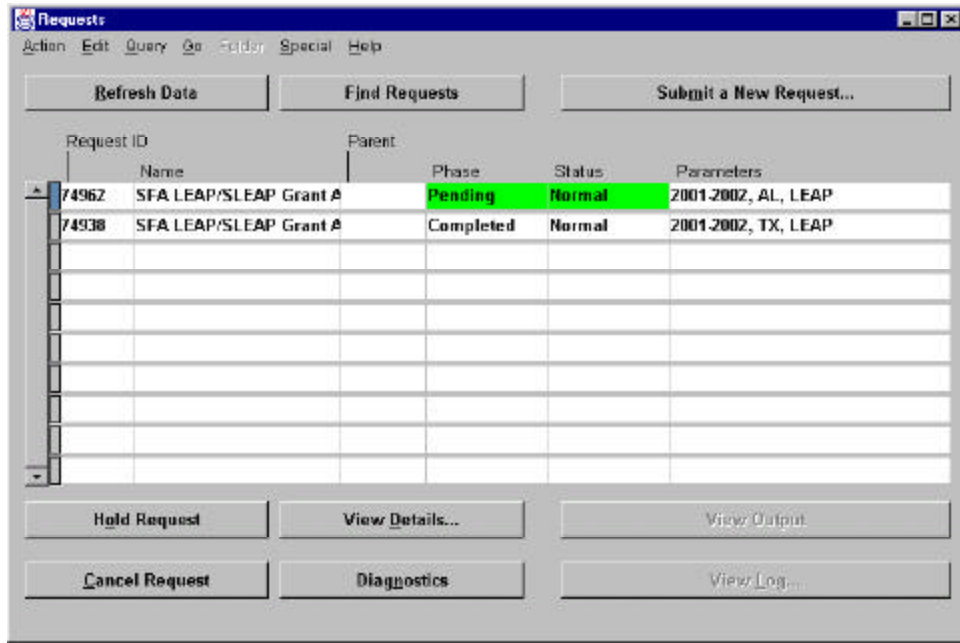
FYI: By not selecting LEAP or SLEAP in step 13 above will generate a notification for both programs.

A screenshot of the 'Parameters' window. It has a title bar with a question mark icon. The window contains three input fields: 'Award Year' with '2001-2002' and a dropdown arrow, 'State' with 'AL' and a dropdown arrow, and 'Program' with 'LEAP' and a dropdown arrow. At the bottom right are three buttons: 'Clear', 'Cancel', and 'OK'.

14. Click the  Button. The following Submit Request Window appears:

A screenshot of the 'Submit Request' window. It has a title bar with a question mark icon and a menu bar with 'Action', 'Edit', 'Query', 'Go', 'Folder', 'Special', and 'Help'. The window is divided into three sections. The first section, 'Run this Request...', has three input fields: 'Request Name' with 'SFA LEAP/SLEAP Grant Award Notification - ED User', 'Parameters' with '2001-2002:AL:LEAP', and 'Language' with 'American English'. The second section, 'At these Times...', has a dropdown menu set to 'As Soon As Possible' and a 'Schedule...' button. The third section, 'Upon Completion...', has a checked checkbox for 'Save all Output Files', a 'Notify' input field, and a 'Print To' input field with 'TEST2'. There is also a 'Completion Options...' button. At the bottom are three buttons: 'Copy a Prior Request...', 'Cancel', and 'Submit Request'.

15. Click the  Button. The following Requests Window appears:



16. Under the **Phase** column you will see the word **Pending**. You must continue to **Click** the **Refresh Data** Button in the upper left portion of the above Requests Window until the word **Pending** Changes to the word **Completed**. After you see the word **Completed** under the **Phase** Column you will also see that the **View Output** Button is no longer grayed out.
17. To view the report, Click the **View Output** Button. The following Report: request ID Window appears:

Report request ID - 89471



Action Edit Query Go Backer Special Help

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U.S. Department of Education
Washington, D.C. 20302
GRANT AWARD NOTIFICATION

<p>1. Recipient Information</p> <p>Name: Alabama Commission on Higher Education</p> <p>Location: Montgomery, AL 36130-2000</p>	<p>5. Award Information</p> <p>PR/Award Number: B4.069A20</p> <p>Award Type: New</p> <p>Action Number: Formula</p>
<p>2. Project Description</p> <p>Code: B4.069A</p> <p>Name: Leveraging Education Assistance Partnership (LEAP) Program</p>	<p>6. Award Periods</p> <p>Budget Period: 07/0</p> <p>Federal Funding Period: 07/0</p>
<p>3. Education Staff</p> <p>ED Contact: Test Script 4.6</p> <p>Phone: 888-336-8930</p> <p>GAPS Contact: GAPS Payee Hotline</p> <p>Phone: 888-336-8930</p>	<p>7. Authorized Funding</p> <p>Current Award Amount:</p> <p>Previous Cumulative Amount:</p> <p>Cumulative Amount:</p>
<p>4. Key Personnel</p>	<p>8. Administrative Information</p> <p>0000/0000 - 0000/0000</p>

Go To... < First < Previous Next > Last >

18. Click the  Button to Close this Window. This will take you back to the Requests Window.
19. Click the  Button in this Window. The Navigator Window returns.

FYI: Refer to the Printing Forms and Reports procedure to print your desired report.

End of activity.

